

CALIFORNIA BOARD OF CORRECTIONS
MONTHLY REPORT ON THE DETENTION OF MINORS IN BUILDINGS THAT CONTAIN
LOCKUPS/JAILS – 2003

All law enforcement agencies that detain minors in secure or non-secure detention are required to submit this report. Instructions and definitions are attached.

SECTION I.

Agency Name:		Date:	
Facility Name:			
Facility Address:		Zip Code:	
County:		Jurisdiction:	<input type="checkbox"/> City <input type="checkbox"/> County
Facility Type*:	<input type="checkbox"/> Temporary Holding <input type="checkbox"/> Type I <input type="checkbox"/> Lockup <input type="checkbox"/> Other _____		

* Please refer to the definitions in the instructions

SECTION II.

PLEASE CHECK THE MONTH THAT IS BEING REPORTED											
January	February	March	April	May	June	July	August	September	October	November	December

MINORS DETAINED IN THIS FACILITY DURING THE MONTH	YES*	NO
Were minors detained in this facility during the reporting month?		

***If YES, proceed to Sections III & IV; if NO, skip to Section V; sign and return the form to the BOC.**

SECTION III. Note: Do NOT report dependent minors (300 WIC)

	Secure Detention	Reason for 6 hr. rule violation	Non-Secure Detention	Reason for 6 hr. rule violation
Number of minors held six (6) hours or less				
Number of minors held 6-24 hours				
Number of minors held more than 24 hours				
Total number of minors held				

SECTION IV.

YES	NO	
		Securely detained minors were held for purposes of identification, investigation, processing, release to parent(s) or transfer to a juvenile facility following initial custody. If NO, please explain:

SECTION V.

Signature of Reporting Person	Title
Print or Type Name	Telephone No. Date
Signature of Department Head	Title
Print or Type Name	Telephone No. Date

PLEASE DO NOT SEND THE SECURE/NON-SECURE DETENTION OF JUVENILES LOGS TO THE BOC

Return completed form by mail to:

Board of Corrections, 600 Bercut Drive, Ste. A, Sacramento CA 95814

Attn: Helene Zentner (916) 323-9704; email: hzentner@bdcorr.ca.gov

Or by fax: (916) 327-3317

CALIFORNIA BOARD OF CORRECTIONS

MONTHLY REPORT ON THE DETENTION OF MINORS IN BUILDINGS THAT CONTAIN LOCKUPS/JAILS – 2003

INSTRUCTIONS

GENERAL INSTRUCTIONS

- Section 207(e) Welfare and Institutions Code (WIC) requires monthly submissions to the Board of Corrections (BOC) regarding the secure detention of minors. Section 1550, Title 15 (California Code of Regulations; Minimum Standards for Juvenile Facilities) requires documentation of minors held in non-secure detention. Sections 209 and 210.2, (WIC) mandates the BOC to conduct surveys of law enforcement agencies on the processing of minors to ensure compliance with Section 207.1 WIC.
- Law enforcement facilities that contain a lockup or a jail *and* detain minors in their facility will need to complete a *Monthly Report on the Detention for Minors in Buildings that Contain Lockups/Jails – 2003* for each month in the calendar year 2003.
- Please complete and return this form to the BOC by the 10th of each month. A form must be completed for each month, even if no minors were detained.
- If no minors were detained during the month, complete only Sections I and II, sign and return the form.
- If one or more minors were detained for any length of time during the month, complete Section I, Section II, Section III and Section IV, sign and return the form.
- In the spaces provided at the bottom of the form (Section V), provide the signature, title, date and telephone number for **both** the reporting person and the department head.
- Forms may be downloaded from our website at:
www.bdcorr.ca.gov/fsod/minors_lockups/minors_lockups.htm.
- Please fax (916) 327-3317 or mail all completed surveys to:

Board of Corrections
Attn: Helene Zentner
600 Bercut Drive, Ste. A
Sacramento, CA 95814

Completed surveys may also be emailed to: hhzentner@bdcorr.ca.gov. (Signatures excluded)

- Please do not send *The Secure/Non-Secure Detention of Juveniles Logs* to the BOC.
- If you have any questions regarding the *Monthly Report on the Detention of Minors in Buildings that Contain Lockups/Jails – 2003*, please contact Barbara Baker, Field Representative, Board of Corrections at (916) 323-8620 or email at bbaker@bdcorr.ca.gov.

INSTRUCTIONS FOR REPORT SECTIONS

SECTION I:

Agency Name: Please enter the name of the reporting agency.

Facility Name: Enter the name of your detention facility

Facility Address: Enter the physical address of your facility. Please include your zip code.

County: Enter the county in which your facility resides.

Jurisdiction: Please check the box which defines whether your facility is within the “city” or “county” jurisdiction.

Facility Type: Please check the box that applies to your facility type. If your facility does not fall within the selections given, please specify under “other”.

SECTION II:

Please check the month that is being reported. Only check one month per report.

Minors detained in this facility during the month: Please check “Yes” or “No” to the question “*Were minors detained in this facility during the reporting month?*”.

If “Yes” is checked, proceed to Section III. If “No” is checked, skip Section III, sign and return the form to the BOC.

SECTION III:

Number of minors held six hours or less: In the spaces provided to the right, please enter the number of minors that were held in your facility for six (6) hours or less for the reporting month, for both secure and non-secure detention.

Number of minors held 6-24 hours: In the spaces provided to the right, please enter the number of minors that were held in your facility for 6 to 24 hours for the reporting month, for both secure and non-secure detention. *If minors were held in your facility for 6 to 24 hours, please briefly explain the reason for the 6 hour rule violation in the space provided.*

Number of minors held more than 24 hours: In the spaces provided to the right, please enter the number of minors that were held in your facility for more than 24 hours for the reporting month, for both secure and non-secure detention. *If minors were held in your facility for more than 24 hours, please briefly explain the reason for the 6 hour rule violation in the space provided.*

Total number of minors held: In the spaces provided to the right, please enter the total number of minors that were held in your facility for the reporting month, for both secure and non-secure detention. These numbers should be a total of the columns.

SECTION IV:

Please check either “YES” or “NO” to the statement – *Securely detained minors were held for purposes of identification, investigation, processing, release to parent(s), or transfer to a juvenile facility following initial custody.* If “NO” is checked, please supply an explanation in the space provided.

SECTION V:

This section requires that both the reporting person **and** the Department Head sign and date the report. Please print both names and include each person’s title and telephone number.

DEFINITIONS

Minor: A person under 18 years of age. For the purposes of this survey, do not include dependent minors (300 WIC) pursuant to Section 206 WIC and those minors transferred or waived to adult criminal court.

Temporary Holding: A local detention facility constructed after January 1, 1978, used for the confinement of persons for 24 hours or less pending release, transfer to another facility, or appearance in court.

Type I: A local detention facility used for the detention of persons for not more than 96 hours, excluding holidays, after booking. May also detain persons on court order either for their own safekeeping or sentenced to a city jail as an inmate worker and may house inmate workers sentenced to the county jail provided such placement in the facility is made on a voluntary basis on the part of the inmate.

Lockup: A room or secure enclosure under the control of a sheriff or other peace officer that is primarily for the temporary confinement of adults upon arrest. A minor may be securely confined in a lockup only as provided in Section 207.1(d) WIC.

Jail: A Jail is an adult detention facility, the purpose of which is to detain sentenced and non-sentenced adults (not including inmate workers). These facilities are defined as Type II, III, or IV local adult detention facilities as defined in Section 1006, Title 15, California Code of Regulations. *Caution: Minors may generally not be detained in jails but may be detained in buildings that contain jails – see Section 207.1 WIC for exception.

Secure Detention: Secure Detention occurs when a minor (under 18) is locked in a room/enclosure and/or secured to a cuffing rail or other stationary object while in custody in a law enforcement facility (which includes police or sheriff's stations that contains a lockup) – for any length of time.

Non-Secure Detention: Non-Secure Detention occurs when a minor's freedom is controlled by the staff of the facility; and (1) the minor is under constant personal visual observation and supervision by staff of the law enforcement facility; (2) the minor is not locked in a room or enclosure; and (3) the minor is not physically secured to a cuffing rail or other stationary object.